



mid-atlantic archivist

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Summer-Fall 1984

MARAC/SAA CONFERENCE

MARAC and SAA will combine their resources and meet together August 30-September 3, 1984 at the Capital Hilton in Washington, DC. The meeting will be preceded by five limited enrollment workshops (Administration of Photographic Collections; Archives: an Introduction; Educational Program for Machine-Readable Records; Indexing and Thesaurus Construction; and Oral History in the Archives), August 28-30. Roland Baumann is serving as the MARAC liaison to the Program Committee and Jacqueline Goggin is representing MARAC on the Local Arrangements Committee.

The MARAC Business Meeting will be held Sunday, September 2 from 5:45 pm to 7 pm and will be followed at 8 pm by an Archivists' Cabaret, an evening of light entertainment with snacks provided by MARAC and a cash bar.

The following sessions are co-sponsored by MARAC:

- The Records of Congress: Recent Trends in Appraisal and Control
- When Less is More Work: Administration of Smaller Photographic Collections
- The Development of Municipal Records Programs Out of the Stacks and Into the Schools
- Planning and Implementing Automated Systems in Archives: Three Case Studies
- The Influence of the National Archives on the Archival Profession
- A Map for the Future: Planning Strategies for Archivists
- Preserving the Archivist: Occupational Health and Safety
- Planning for Automated Systems in Archives
- Appraising Legal Records: Lessons from the Federal Experience

Effective Description

The NHPRC at 50: An Historical Perspective

What Proof Do You Have That You Own It? Archival Theft and Legal Title

The pre-registration deadline is August 9; cutoff date for hotel registration is August 14. For further information or if you have not received a registration package consisting of the printed program, registration forms, and hotel reservation post cards, contact the Society of American Archivists, 600 South Federal, Suite 504, Chicago, IL 60605; telephone (312) 922-0140.

EDITORS' NOTE

Financial constraints have caused us to eliminate one issue and reduce the size of the next three issues of the *mid-atlantic archivist*. MARAC has greatly expanded its publications and membership services in the last four years without raising dues. The current constraints are not expected to last more than a year, and we fully expect to publish four issues in volume 14 (1985). Among the items deferred are Susan Swartzburg's column, "Preservation News," the draft report of the Task Force on Mission and Structure, conclusions of the Finding Aids Awards Committee, and the functions and goals of the MARAC Publications Committee. Anyone wishing copies of these articles should contact the editor for complete texts. The next issue (volume 14, number 1) will be published in December. The deadline for copy and advertising is November 1, 1984. Subsequent issues will follow according to the normal schedule. Many thanks for your understanding and support.

Ron Becker, Editor
Leslie Hansen Kopp, Production Editor

FINDING AIDS AWARDS

At the Spring meeting in Rochester, MARAC announced its first awards for excellence in finding aids. After reviewing more than twenty-five entries, the awards committee decided on awards in three categories. For best guide to a single record group or collection the award went to the Baltimore City Archives for its *Governing Baltimore: A Guide to the Records of the Mayor and City Council at the Baltimore City Archives*, by William LeFurgy, Susan Wertheimer David, and Richard J. Cox.

For guide to an archives or manuscript collection the award was made jointly to the Philadelphia Museum of Art of its *Inventory of the Archives* by Merle Chamberlain, and to the Smithsonian Archives for its *Guide to the Smithsonian Archives, 1983*.

The third award category was the topical guide. This award was given to the National Archives for its *Guide to Genealogical Research in the National Archives*.

The next awards will be announced at MARAC's Spring meeting in 1985 in Richmond, VA. Members are urged to submit by sending their latest finding aids to the new chairman, Michael Plunkett, Manuscript Division, University of Virginia, Charlottesville, VA 22901.

GRANTS

New York University's Robert F. Wagner Labor Archives has received a \$114,671 grant from the National Historical Publications and Records Commission to conduct a two-year labor records survey in Metropolitan New York. In collaboration with Cornell University and the George Meany Archives of the AFL-CIO in Washington, the Wagner Archives will use the funds to lay the groundwork necessary for a comprehensive, cooperative collecting strategy to preserve labor collections of historical value.

The Wagner Archives has also received \$14,695 from the New York Civil Service Technical Guild to conduct oral history interviews with retired Guild officers and members and produce an illustrated history of that organization. Records documenting the union's past will be assembled for deposit at the Archives, providing an important source for the little-known history of white collar and professional unionism in New York City.

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The Chester County Historical Society (PA) has received a \$30,000 grant from the NEH for a two-year project to arrange and describe the 1714-1820 papers of the Chester County Court of Common Pleas. The estimated 300,000 documents are records of civil actions in the county court. They contain a wealth of information not only for genealogists,

but for scholars of social and economic history as well. The project will include the publication of a guide to the records. The Common Pleas records are part of the collection of the Chester County Archives, which is administered by the Chester County Historical Society in cooperation with the County of Chester. For more information contact: Jack McCarthy, Archivist, Chester County Archives, Chester County Courthouse, West Chester, PA 19380.

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The NHPRC has awarded the Albright-Knox Gallery a grant to develop records management procedures and to appraise and process the records now in the Archives. There are 400 linear feet of records, which date to the founding of the Gallery's parent body, The Buffalo Fine Arts Academy, in 1862. These records include Board minutes, directors' and curators' research files and correspondence, exhibition files and publications. For further information please contact Mary F. Bell, Albright-Knox Gallery, Buffalo, NY 14222.

NEDCC TO PICK UP AND DELIVER AT NYPL

The Northeast Document Conservation Center (NEDCC), in Andover, MA, announced that it will begin to make regular pickups and deliveries of work from New York area clients at New York Public Library. Truck trips will be organized by NEDCC's staff at least once every three months, more often if necessary.

NEDCC is a non-profit, regional conservation center specializing in treatment of books, documents, photographs and art on paper, as well as preservation microfilming. In addition to its laboratory services, NEDCC offers consultation and surveys of conservation needs. NEDCC's director, Ann Russell, commented: "NEDCC'S region expanded to include the states of New York and New Jersey in 1981. Since then the Center has begun to perform conservation treatment and preservation microfilming for dozens of institutions in the metropolitan New York area. With the cooperation of the Conservation Division at New York Public Library, pick ups and deliveries can now be scheduled at a central location on relatively short notice."

Materials in transit to NEDCC should be left at the Restoration Office, Room 58, New York Public Library. Material is to be brought no more than 24 hours prior to the scheduled pick up, and to be called for no more than 24 hours after delivery. Material sent to NEDCC is insured under the Center's fine arts insurance policy while it is at the Center and in transit. All pick ups and deliveries should be planned and scheduled by calling Jean Bishop at NEDCC (617) 470-1010. Further information about the Center can be obtained by writing to NEDCC, 24 School Street, Andover, MA 01810.

SAA '84 and MARAC: Something for Everyone

The 48th annual meeting of the Society of American Archivists will take place August 30-September 3 at the Capital Hilton Hotel in Washington, D.C. Because SAA is meeting in the MARAC region, MARAC decided not to hold a fall meeting, but instead to collaborate on plans for SAA's meeting. Among SAA annual meeting highlights of interest to MARAC members are:

- Over 80 sessions and workshops, several of which are cosponsored by MARAC.
- Five preconference workshops: Administration of Photographic Collections; Archives: An Introduction; Educational Program for Machine-Readable Records; Indexing and Thesaurus Construction; Oral History in the Archives.
- A gala reception at the National Archives to celebrate its 50th anniversary.
- Two all-day open houses at the National Archives, with behind-the-scenes looks at the computer room, the document conservation branch, research rooms, and stack areas.
- An automation tour, focusing on systems at the Library of Congress and the National Archives; a conservation tour of facilities at the Library of Congress; and tours of the Moorland-Spingarn Research Center and the National Museum of American History.
- Post-meeting tours to Alexandria/Mt. Vernon and Colonial Williamsburg.
- SAA President David B. Gracy II's presidential address.
- Archivists' Cabaret, an evening of light entertainment with snacks furnished by MARAC.

All MARAC members will receive SAA program packets in early June. MARAC members who are not SAA members may register for the annual meeting at the discounted SAA membership price. For more information on the annual meeting, including preconference workshops, contact SAA at 600 S. Federal, Suite 504, Chicago, IL 60605.



Volunteers are needed to staff the MARAC booth at the SAA meeting on Friday, August 31 and Saturday, September 1. Anyone able and willing to donate a small amount of time on either of those days is requested to call Don Harrison at (202) 523-3267.

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Membership renewal forms will be sent in September. There will be a place on the form for members to make additional contributions over and above the \$5 annual dues.

MARAC STEERING COMMITTEE
AND BUSINESS MEETINGS
ROCHESTER, NY
26-28 APRIL 1984

Secretary's Report: Since Laura Grotzinger was absent, Burce Ambacher asked Denis Sennett to serve as Secretary.

State Caucus Statistics:

Delaware	18 individual	1 institutional
DC	174	0
Maryland	56	3
New Jersey	58	2
New York	173	5
Pennsylvania	134	3
Virginia	66	1
West Va.	16	1
Others	20	9
Total	715	25
Grand total	740	

Directory Report: Don Harrison gave out the newly published MARAC Directories to each member of the Steering Committee and announced that the others would be given out at the registration desk the next day. Discussion was held regarding the difference in numbers of different lists. After much discussion, Don Harrison and Denis Sennett will meet and try to figure out the right and up-to-date mailing list. Also, Bruce Ambacher will announce at the Convention if anyone has any corrections or deletions to please leave this information at the registration desk.

Membership: Discussion was held regarding this and it was decided that the dues notices will contain all the information when they go out in the fall and there will be a six month update each year in the newsletter of any additions or corrections.

Custer Committee: It was moved by the Steering Committee that the membership will serve for three years and this year's winners, Linda Henry and Frances Seeber, be both asked to serve.

Nominations Committee: Denis Sennett reported the following result of the elections:

Secretary	Bro. Denis Sennett S.A.
Treasurer	Robert Sink

Delaware	Barbara Benson
DC	Barbara Vandergrift
Maryland	Karen Stuart
New Jersey	Peter Wosh
New York	Mary Boccaccio
Pennsylvania	Fred Miller
Virginia	Lucious Edwards
West Virginia	Jean Elliott

Custer Award Committee: 1984 Winners: Roland Baumann and Virginia Purdy. This was a split award this year because of the excellence of these two winners.

Society of American Archivists Meeting, Washington, DC, September 1-3, 1984: Roland Baumann gave the report and spoke of the difficulties and problems which arose as a result of trying to have a joint meeting with the SAA. However, as a result, in the program all MARAC sessions will be starred. There will be a Business Meeting on Sunday at 5:45 pm. A reception sponsored by MARAC will be Sunday evening and there will be state caucus meetings.

The motion was then made be Adele Lerner (but not seconded) that in the future there not be joint meetings with the SAA.

Richmond Meeting, April 25-27, 1985: Program Chair: Lucious Edwards, Local Arrangements: Jodi Koste.

No final arrangements approved as yet and a letter of agreement between SAARC and MARAC to sponsor this as a joint meeting will be prepared by Bruce Ambacher.

Harrisburg Meeting, October 3-5, 1985: Program Chair: Lee Stout; Local Arrangements: Roland Baumann and Diane Wallace.

Roland gave the report and spoke of three different options for accommodations. Some of the points of interest were the fact that the Harvest Day Festival will be going on at this time. Possible reception in Memorial Hall, State Capitol Rotunda and the Governor's Mansion.

Future Meeting Sites: The Steering Committee then discussed the following areas as future meeting sites:

Spring 1986	New York City
Fall 1986	Charlottesville, VA
Spring 1987	Baltimore

It was then suggested and accepted that the state caucuses seek Local Arrangements and Program chairs.

Semi-Annual Meetings Handbook: From a mandate of the Steering Committee, the Task Force on Semi-Annual Meetings has prepared a Handbook for the use of both the program and local arrangements chairs. This is now at the printers and will be distributed as soon as it is available.

Publications Committee: As a result of the task force report to be reported on later in these notes, the Steering Committee set up a Publications Committee of the following people:

Don Harrison, Ron Becker, Greg Hunter, Karen Jefferson, Cynthia Requardt. Erika Miller volunteered to serve as consultant.

The guidelines as motioned and passed by Don Harrison were for the committee to discuss the warehouse functions of the publications, microfilming possibilities, oversight function, and plan and oversee a program of publication. Bruce Ambacher is to contact the committee on this.

National Coordinating Committee sent to the Steering Committee a request for financial aid. Because of the financial discussion held it was agreed not to honor this request this year.

Certificate: The Steering Committee felt that in the giving of awards to the membership that a certificate should be designed for the awarding of honors. Bruce Ambacher is to see that talented people of the membership be pooled for suggestions and execution of this project.

Archives: As reported at the last meeting of the Steering Committee, the MARAC Archives Collection at the University of Maryland was under discussion. Since then, Lauren Brown has volunteered to serve the organization as Archivist of this collection and it will remain there. The Steering Committee approved of this.

Financial Report: Robert Sink distributed to the membership the actual fiscal figures up to date with a copy of the proposed budget for next year. After much discussion the proposed budget was voted down and will be discussed at the next steering committee meeting. However, certain amendments were motioned and approved to help the current situation for one year. The Steering Committee will not take expenses for the next meeting. The question of dues will be presented to the membership as required by the constitution.

Guidelines Report: Erika Miller presented a report to the Steering Committee on the publication, sales and distribution of the *Guidelines*. It was agreed upon to submit this information to the newly formed Publications Committee.

Newsletter: Don Harrison led the discussion on the cost and production of the newsletter. A suggestion was made to cut back one issue of the newsletter. After much discussion the Steering Committee decided to do this for one year only.

Financial Matters: Much discussion was held regarding current income and expenditures. It was suggested to ask for voluntary contributions on the membership dues form.

Finding Aids Committee Report: Arthur Breton reported that 25 entries were submitted. The committee decided to give 4 awards in 3 categories:

1. Guide to a Repository
2. Guide to a Record Group
3. Guide to a Topical Subject

Discussion was then held on the naming of a new chairperson, the name of the award and how to communicate the need for people to send in entries.

Task Force on Mission and Structure: Fred Miller presented the conclusions of the task force. It was proposed that the office of Vice Chairperson be added to the Steering Committee. Each state caucus would solicit names for the Nominating Committee before elections. The Nominating Committee would consist of three elected and three appointed members. The following committees were proposed and accepted: Finance and Budget (which includes the Treasurer); Membership Development (which includes the Secretary); Education and Outreach; and Publications. The Steering Committee was authorized to establish a committee to draft a new constitution and by-laws in accordance with the recommendation of the task force, as amended by the Steering Committee. The draft should be finished in Fall 1984 and circulated to the membership before the Spring 1985 meeting. It will be discussed at that meeting and voted on afterwards.

Resolutions: Roland Baumann moved the following: *Whereas* the Local Arrangements Committee provided a very nice, comfortable setting to hold the spring meeting and *whereas* we were treated to several splendid days of weather in the birthday city of Rochester and *whereas* we were provided meals that did not include chicken and warmed over scrambled eggs and which fortunately exposed us the the special taste of Genesee Beer, regular, light and cream ale; Be it resolved that Sandra Markham and her committee be thanked for the many efforts they made on behalf of the Mid-Atlantic Regional Archives Conference.

Anne Van Camp moved the following: *Whereas* the 1984 spring meeting provided a program entitled "Archives Reach Out" that addressed the important concerns that archivists are facing today and *whereas* the sessions included thoughtful, useful papers and comments and *whereas* most sessions met and adjourned on time; Be it resolved that Bruce Dearstyne and the other members of the Program Committee be thanked for their yeomen's work on behalf of the Mid-Atlantic Regional Archives Conference.

Both resolutions were approved unanimously. Members of both committees were introduced and acknowledged by the membership.

National Coordinating Committee Status Report: Page Putnam Miller addressed the meeting on the status of National Archives independence.

Custer Award Committee: The following are members of the committee: Peter Parker, Leonard Rapport, Frances Seeber, Linda Henry, and Robert Morris.

MARAC Representatives to the Joint Meeting with SAA: Roland Baumann, Tim Walsh, and Jackie Goggin.

Treasurer's Report: Robert Sink distributed copies of his report. It is reprinted in this newsletter.

Nominating Committee: In the absence of volunteers, Bruce Ambacher will appoint members of the next Nominating Committee.

Respectfully submitted,

Bro. Denis Sennett, S.A., Acting Secretary

TREASURER'S REPORT

CASH ON HAND, checking account
January 19, 1984 \$ 868.96

Income, January 19, 1984 - April 23, 1984

Membership dues	\$ 598.00
Publication sales	111.50
T-shirt sales	93.00
Bank interest	71.59
Fall '83 conference	1,454.00
Transfer from money market account	500.00
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	\$ 2,819.09

Expenses, January 19, 1984 - April 23, 1984

Steering Committee	\$ 219.17
Nominating Committee	66.50
Newsletter	2,023.40
Guidelines	335.97
Mission and Goals Task Force	149.80
Spring '84 conference advance	300.00
Spring '84 conference mailing labels	21.35
Post Office permit	40.00
Mailing list maintenance	248.73
Bank charges	8.00
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	\$ 3,412.92

CASH ON HAND, checking account,
April 23, 1984 \$ 275.13

CASH ON HAND, money market account,
January 19, 1984 \$ 5,418.99

Income, January 19, 1984 - April 23, 1984

Interest	\$ 117.02
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Expenses, January 19, 1984 - April 23, 1984

Transfer to NOW account	\$ 500.00
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CASH ON HAND, money market account,
April 23, 1984 \$ 5,036.01

TOTAL CASH ON HAND, April 23, 1984 \$ 5,311.14

Respectfully submitted,

Robert Sink, Treasurer

STATE AND LOCAL NEWS

NEW JERSEY

1854 THEFT SOURS LIBRARY TEA PARTY

February 22 was supposed to be a big day at the Elizabeth Public Library. The governor and secretary of State were scheduled to be on hand at the library's annual George Washington's Birthday Tea to present a high-quality reproduction of the only known 18th century copy of the charter that created the Borough of Elizabethtown in 1740.

But the ceremony was canceled when it was discovered the document, which turned up in Iowa last year after being stolen from the New Jersey Historical Society 130 years ago, must first be returned before any reproductions are made.

The document was missing for years until an Iowa City, Iowa, man found it while rummaging through papers in his attic and donated it to the state library in May 1983. The 200-year-old document is a handwritten copy of the royal charter establishing Elizabethtown as a borough on February 8, 1740. The copy was made by the fifth mayor of Elizabethtown, William Peartree Smith, sometime between 1760 and 1780. The charter is 35 pages long, was written on the thick manuscript paper of the period, and contains a copy of the King of England's royal seal.

The charter was part of a loosely bound book sent from Iowa that also contained copies of early borough ordinances and copies of letters sent by Smith to George Washington, Elias Boudinot, a president of the Continental Congress, and others. Smith was mayor from 1774 to 1776 and was captured by the British during the Revolution.

POSSIBLE STATE AID FOR CONSERVATION IN LIBRARIES

NJ Bill 1020 currently before the state senate could pave the way for state aid for libraries to cover conservation. The bill addresses the need for annual funding for the maintenance and housing of collections.

PRINCETON PRESERVATION GROUP

The Princeton Preservation Group brings together conservators, bookbinders, curators, librarians, archivists, scientists, historic preservationists and others concerned with the conservation of cultural heritage. It meets four times a year to hear presentations by members, to discuss preservation issues (i.e. fumigation, building construction, binding techniques), and to get to know one another. It is an informal, though serious group, with no chairperson and no dues. It has recently compiled a list of area resource people for disaster recovery work. If you are concerned with conservation/preservation issues and wish to join the group or would like a copy of the list of resource people, please contact Bob Parliament, Head of Conservation, Princeton University Library, Princeton, NJ 08544; (609) 452-3207.

NEW JERSEY MAP PROJECT

The New Jersey Map Project is funded by the New Jersey Committee for the Humanities for the purpose of cataloguing the 3,000 maps depicting New Jersey owned by the Department of Special Collections and Archives at Rutgers University. The format for this cataloguing has been developed specifically for this project, while adhering to national map cataloguing standards, and will use the Spindex computer program to generate a publication describing the collection. This publication will list all New Jersey maps owned, and will include extensive indexing by date, geographic area, subject and personal and corporate names.

Cataloguing of maps in the New Jersey Map Project also provides the opportunity to find maps which are in poor physical condition and in need of preservation work. Thanks to a grant from the Blauvert-Demarest Foundation, maps in need of preservation are now being encapsulated in clear polyester. April Carlucci is in charge of the project, and she can be contacted at the Department of Special Collections and Archives, Rutgers University Library.

NEW YORK

COALITION FOR NEW YORK'S DOCUMENTARY HERITAGE

A new coalition has been formed to represent the interests of the archival and allied professions within New York State. The purpose of the Coalition is to encourage the preservation of New York's documentary heritage. The members of the Coalition hope to accomplish this by: increasing public awareness of historical documents issues, developing a unified position for and representing organizations concerned with historical documents issues, stimulating action by interested organizations and individuals, and monitoring and influencing public programs and legislation regarding those issues.

The Coalition was formed as the result of several discussions among members of the various archival groups already established in New York. While those organizations have been successful at meeting the needs of their individual members, there was no mechanism for uniting their efforts, particularly in matters of monitoring and influencing legislation and public policy development.

The Coalition is currently working to help secure the passage of two historical records bills pending in the New York State Legislature. The members are also involved in drafting by-laws, in trying to broaden the membership, and in defining long-term goals and strategies.

For further information, please contact Anne Van Camp, 264 Lexington Avenue #3A, New York, NY 10016; (212) 552-6658 (day).

MARYLAND

SENATE ACCEPTS PLAN TO RELOCATE DOCUMENTS

The Maryland General Assembly enacted a new version of Governor Hughes's plan to remove the state archives from the Department of General Services, a proposal that appeared doomed only a little while ago. By a 35-2 vote, the Senate accepted amendments made by the House to place the archives, the state's central repository for valuable or historic government records, within the governor's office.

The original plan was to make the archives the 85th independent state agency in this historic year of Maryland's 350th anniversary. Many senators balked at what some called "empire building" and defeated the bill. The Senate later reconsidered that vote and passed the bill to the House.

PhotographiConservation

a forum of photographic preservation restoration

Published by the Technical and Education Center of the Graphic Arts, Rochester Institute of Technology Editor, Lynne Bentley-Kemp

A quarterly newsletter, *PhotographiConservation*, is a forum type of information exchange which keeps its readership informed about current preservation issues in photography. These issues are relevant to photographers, film makers, archivists, conservators, curators—all who work with light-sensitive materials.

Subscription rates for four issues per year, starting with the current issue: \$9.00 US and possessions, \$12.00 Canada and Mexico, \$16.00 overseas. Back issues are available. Examination copy upon request. Write for information:

Subscription Department
RIT/T&E Center of the Graphic Arts
One Lomb Memorial Drive
P.O. Box 9887
Rochester, NY 14623

**SCHOOL of LIBRARY SERVICE
COLUMBIA UNIVERSITY**

THE MANAGEMENT OF ARCHIVES AND MANUSCRIPT COLLECTIONS

THE MASTER'S DEGREE AND ADVANCED CERTIFICATE PROGRAMS at the School of Library Service prepare students for positions in a wide variety of libraries and other repositories, information agencies, and related organizations. Within these programs, the School offers a strong specialty in the management of archives and manuscript collections, training students to work with historical records in public and private archives, in manuscript repositories, and in related library departments. At the heart of the School's archives program is a three-course sequence in which the theory and practice of archival work are presented. The introductory course stresses the archival techniques of acquisition, organization, and preservation, and the research use of historical records. This course is followed by a field work component in which students work under the guidance of a professional archivist, and by a seminar focused on selected topics in the management of archival collections. The School also offers related courses in records management, reprographics, reference and cataloging, machine-readable data-base use and management, information systems, and microcomputer programming, as well as in the history of books and manuscripts, the preservation of books and archival materials, oral history, and special collections curatorship.

COLUMBIA's LOCATION in Manhattan affords students ready access to one of the nation's richest aggregation of archives and manuscript resources. Students routinely undertake internships in various archives, research libraries and other repositories in the greater New York City area (many of which are staffed with graduates of various School of Library Service programs) as part of their course work.

THE BOOK AND ARCHIVAL MATERIALS PRESERVATION AND CONSERVATION PROGRAMS within the School, which have their own suite of laboratory facilities, enhance the archives program by adding to the number of students interested in various aspects of conservation and preservation, the history of books and manuscripts, research librarianship, and related subjects.

THE RARE BOOK PROGRAM of the School, closely related to the archives program, is the largest and strongest in the United States. The school's Book Arts Press provides a laboratory in which students make and marbled paper, cast and set type, print on an iron hand-press, etch and engrave. The School sponsors frequent visiting lecturers on subjects relating to the history of books and manuscripts, rare book and manuscript librarianship, and on the antiquarian book trade and book collecting. Another enriching feature is the annual Rare Books School, a group of one-week, non-credit courses offered in July and August, with a distinguished visiting faculty.

THE ARCHIVES PROGRAM SEEKS TO ATTRACT students with a good liberal arts undergraduate degree, with some knowledge of ancient and modern languages, with an advanced subject degree or degrees, and with experience in archives and other repositories. Few students meet all of these qualifications, but the chances of employment in the field are often directly related to language and subject competence and to relevant previous experience.

STUDENTS MAY APPLY ON EITHER A FULL-TIME OR PART-TIME basis. Full-time students normally complete the 36-point master's degree in two semesters plus a six-week summer session, or in about ten months, from September to July. Full-time students are usually able to find part-time jobs in New York City libraries or other repositories. Substantial scholarship funds are available for well-qualified applicants to the program. The Advanced Certificate program, open to students who already hold a master's degree in librarianship, is a 30-point program allowing students broad latitude in taking courses both at the School and elsewhere among the graduate offerings of the University.

THE SCHOOL OF LIBRARY SERVICE, located on the main campus of Columbia University, at Broadway and 116th Street, is quartered in Butler Library, the central humanities library of the University. The campus is served by the IRT subway and several city bus lines. Housing is available for full-time students. Prospective students are invited to write or telephone the School at (212) 280-2292 to make an appointment to tour the premises and talk to the program's faculty.

NEWS NOTES

MARLF CONFERENCE

Mid-Atlantic Regional Library Federation (MARLF) Conference, October 24, Baltimore, MD; 1:30-4:15: Program on the Conservation of library and archival materials. Speakers: Holly Maxson and Deborah Hess Norris, Conservation Center for Art and Historic Artifacts, Philadelphia. For more information, contact Susan G. Swartzburg, 38 Evergreen Circle, Princeton, NJ 08540.

ARCHIVES BRANCH MOVES

The Archives Branch of the Federal Archives and Records Center in Philadelphia has moved to a new location in center city. The new site provides researchers with an expanded research room and for the first time includes an exhibit area. The Regional Archives is easily accessible by public transportation and within walking distance of the Philadelphia City Archives, the Historical Society of Pennsylvania, as well as Independence National Park. The hours of operation have been extended; new hours are Monday through Friday, 8 am - 5 pm and the first and third Saturdays of each month from 9 am - 1 pm. For further information, please contact: Archives Branch, GSA Regional Office Building, 9th and Market Streets, Room 1350, Philadelphia, PA 19107. Telephone (215) 597-3000.

BALTIMORE ARCHIVES MOVE

The collections of the Baltimore Region Institutional Studies Center (BRISC) have been merged into the University of Baltimore's Langsdale Library Special Collections Department. For inquiries about these records or more information, please call (301) 625-3135.

TECHNICAL LEAFLETS SOUGHT

Any speaker at the recent MARAC conference who thinks his or her paper might make a good MARAC Technical Leaflet is invited to send the paper to the series editor: Gregory S. Hunter, Manager of Micrographics and Records Retention, ITT Corporation, 320 Park Avenue, New York, NY 10022.

THE RIGHT STUFF

The Task Force on Minorities of the Society of American Archivists is sponsoring a program at the Moorland-Spingarn Research Center of Howard University. This program, to be held on Thursday, August 30th, from 1 - 3 pm, will feature a roundtable discussion designed to heighten the awareness of minorities to archives and the archival profession. The discussion will focus on employment and recruitment, the development of archival programs, problems and issues within the profession, and matters of related interest.

Following the program, there will be a discussion of the resources and program activities of the Moorland-Spingarn Research Center, a tour of the

MSRC's facilities and a reception. The Task Force and the MSRC invite all who are interested in minority involvement in archival development and in materials related to the Black experience to attend what promises to be a rewarding afternoon.

NASARA ANNUAL MEETING

The National Association of State Archives and Records Administrators will hold its annual meeting at the National Archives in Washington, July 26 - 28. The meeting will feature a number of program sessions - on NASARA's program and reporting standards, on documentation strategies, on archives and records management, on automated systems, on optical disk technology, and on advocacy and public programs.

Archivist of the United States Robert Warner, who extended to NASARA the invitation to hold its annual meeting at the Archives, will open the conference. The plenary session will feature a presentation by David Gracy, current President of the Society of American Archivists, on "Archives and Society." Gracy will discuss how NASARA and other professional associations can work to improve the public's "image" of archivists and public appreciation of and support for archival work.

The NASARA meeting will be preceded by a meeting of the State Historical Records Coordinators on July 25 - 26. The Coordinators will discuss ongoing state historical records assessment and reporting projects and the implementation and impact of reports in states where projects have been completed. The Coordinators will also consider the topic of "Goals and Priorities for the Archival Profession," drawing on the work of the SAA's Task force on Goals and Priorities.

For more information on the NASARA meeting, contact NASARA Executive Director Bruce W. Dearstyne, New York State Archives, Room 10A75, Cultural Education Center, Albany, NY 12230; telephone (518) 473-8037.

PEOPLE

LESLIE HANSEN KOPP, Production Editor of the *mid-atlantic archivist*, has been appointed Archivist of the Elizabeth Robins papers at New York University.

* * *

LAUREN BROWN has accepted the position of Curator of Historical Manuscripts and Archivist at the University of Maryland/College Park. His previous position was at Rice University in Houston, TX, where he served as Special Collections Librarian from 1979 to 1984. While in Texas, Lauren served as the regional newsletter editor of the Society of Southwest Archivists.

The Archives of MARAC will continue to be housed at the University of Maryland/College Park, where they were previously held under the care of CHARLOTTE BROWN, who has left Maryland for the position of Archivist at Franklin and Marshall College.

Address inquiries concerning the MARAC Archives to Lauren Brown, Special Collections Division, McKeldin Library, University of Maryland/College Park, MD. Telephone (301) 454- 2318.

* * *

On May 4, the Council of National Library and Information Associations, Inc. elected ADELE LERNER, Medical Archivist at New York Hospital, Cornell Medical Center, as Vice-Chair/Chair Elect (1984-85).

The Council of National Library and Information Associations is comprised of twenty national library and information associations in North America. Adele represents the Society of American Archivists.

* * *

LISA M. HOTTIN has been appointed Account Executive at the Oram Group, Inc., a fundraising and public relations consulting firm in New York. She can be reached at (212) 889-2244

* * *

JOAN GOSNELL has been named Historical Specialist at J.C. Penny Company, 1301 Avenue of the Americas, New York, NY 10019.

* * *

PAUL CHESTNUT has been named head of the Reference and Reader Service Section, Manuscript Division, Library of Congress. He was formerly assistant state archivist for archives at the Virginia State Library.

* * *

DIANE L. VOGT has accepted a position with the Smithsonian Institution Archives. She was formerly head librarian at the Cranbrook Academy of Art in Michigan.

* * *

WILLIAM E. BAXTER has been appointed archivist for the American Psychiatric Association.

* * *

ELEANOR McKAY has left her position at Memphis State University to join the NUCMC staff at the Library of Congress.

* * *

GEORGE L. VOGT has been named director of the records program of the National Historical Publications and Records Commission.

* * *

MARK FRAZIER LLOYD has been named University Archivist for the University of Pennsylvania.

EMPLOYMENT OPPORTUNITIES

CURATOR OF MANUSCRIPTS. The Museum of the Confederacy. Responsible for administration and maintenance of Library, including acquisitions, cataloguing, reference, research, and basic

conservation of collections. Qualifications: MLS or MA in library science or history desirable. Experience in museum library or archives required. Send resumé to Director, The Museum of the Confederacy, 1201 East Clay Street, Richmond, VA 23219.

* * *

ASSISTANT CURATOR, McKeldin Library, Special Collections Division, Historical Manuscripts and Archives Division. \$19,071 minimum - Associate Librarian II, 12-month appointment. Accessions, arranges and describes, and provides reference service to the holdings of the Departments (including UMCP Archives), and assumes responsibility for the Department in the absence of the Department Head. Required: Master's degree in library science from ALA-accredited program. One year minimum of professional experience in an academic library including experience in processing manuscripts and archives, or other comparable professional experience. Demonstrated ability and initiative in processing and reference service. Send applications to: Virginia Sojdehei, Personnel Librarian, McKeldin Library, University of Maryland Libraries, College Park, MD 20742.

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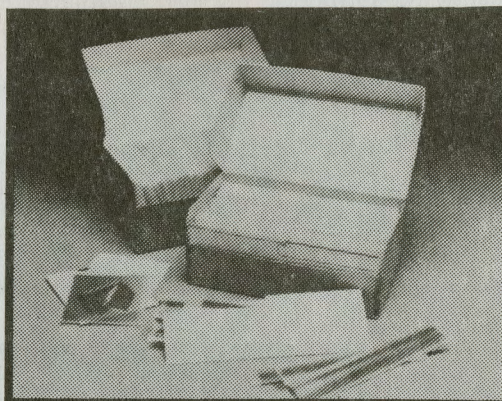
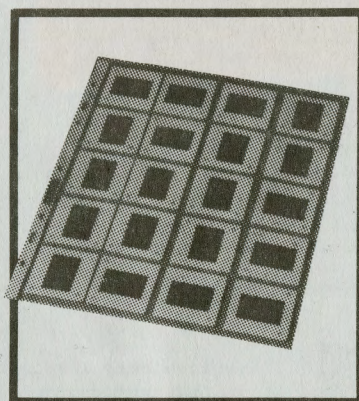
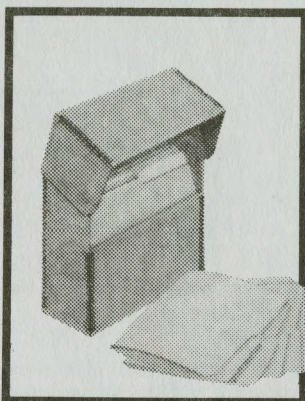
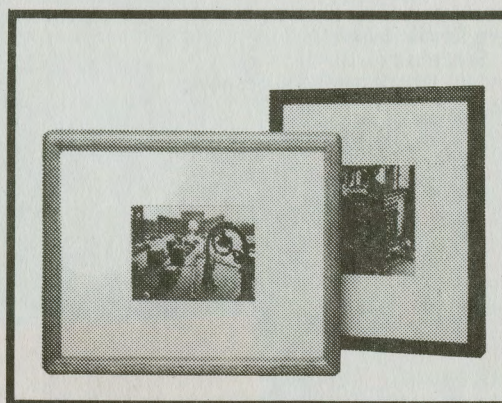
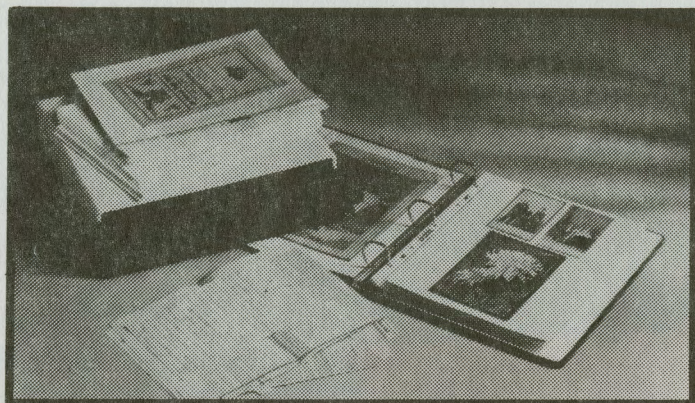
RECORDS ANALYSTS. The New York City Department of Records and Information Services is accepting applications for the positions of Records Analyst. The positions consist largely of inventorying records and producing records retention schedules for city agencies. Applicants should be able to effectively communicate with personnel at various levels of city government. Requirements: Graduate Degree in Records Management, Archives, Library Science or a related information field; and at least one year of experience in a similar position. Salary range \$15-20,000 based on experience and education. Excellent fringe benefits. Send resumé to: Tyrone G. Butler, Chief, Records Management Unit, Department of Records and Information Services, 31 Chambers Street, New York, NY 10007.

* * *

Two positions at the Fiorello H. LaGuardia Archives:

ASSISTANT DIRECTOR/ARCHIVIST. Full time starting August 1, 1984. Responsible for the day-to-day operations in a new, public service oriented repository. Develop collections and public outreach; write grants and raise funds; supervise archival assistants; aid research. Required: M.A. in history or urban studies. Graduate training in archives management, M.L.S. preferred, and archives experience.

ASSISTANT ARCHIVIST. Approximately 20 hours a week starting immediately. Process manuscript collections; assist with donor contacts and public outreach; some grant writing and occasional research. Required: Degree in history or urban studies. Training and/or experience in archives. For further information, please contact Dr. Richard K. Lieberman, Director, The LaGuardia Archives, LaGuardia Community College, 31-10 Thomson Avenue, Long Island City, NY 11101. (718) 626-5078



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The *mid-atlantic archivist* (*maa*) is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members; to affect cooperation amongst individuals concerned with the documentation of the human experience; to enhance the exchange of information between colleagues working in the immediate regional area; to improve the professional competence of archivists, curators, of textual, audiovisual, and related special research collections, and records managers; and to encourage

professional involvement of persons actively engaged in the preservation and use of all types of historical research materials. Individual yearly membership dues are \$5.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase yearly subscriptions to *maa* for \$5.00. Requests for back copies of *maa* (\$1.25 each copy) and membership applications should be addressed to: Brother Denis Sennett, MARAC Secretary, Friars of the Atonement Archives, Graymoor, Garrison, NY 10524.

Items submitted for *maa* publication should be typed and double-spaced. Send material to: Ronald L. Becker, Department of Special Collections and Archives, Alexander Library, Rutgers University, New Brunswick, NJ 08903. Telephone (201) 932-7006/7527. Deadlines are the first of March, June, September and December.

Advertising rate cards and mechanical requirements for ad copy may be obtained from: Leslie Hansen Kopp, Production Editor, *maa*, 752 West End Avenue 17K, New York NY 10025.

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